NYC Heating Season Guidelines 2013-14

For All Building Occupants

Five simple steps to conserve energy while remaining comfortable at your workplace:

1. Open blinds, shades, and drapes during daylight hours in order to take advantage of the natural light and heat provided by the sun.
2. Arrange desks, chairs and work stations away from windows and outside walls to avoid cold drafts.
3. Keep radiators and hot-air registers clear and free of obstructions such as books, files, or plants.
4. Make sure that window air conditioners are properly sealed.
5. Do not use supplementary heating equipment such as electric or kerosene space heaters; these are fire hazards and are absolutely prohibited.

For Facility Managers

During the heating season, managers of City facilities must follow these guidelines:

1. Building temperatures are to be maintained at no higher than 68 degrees F when heating systems are on. *The City Health Code allows for daytime temperatures of up to 72 degrees in schools and daycare centers; the Building Code allows for settings of 70 degrees in hospitals.*
2. Clean and tune boilers for maximum efficiency.
3. Maintain automatic temperature control systems. Make sure heat timers are working properly, where applicable.
4. Supplementary heating equipment such as electric or kerosene space heaters are absolutely **prohibited** in all City facilities.

Reminder to facilities with dual fuel boilers and interruptible gas service: Make sure your oil tanks are filled. NOTE: Failure to comply with utility company regulations for dual fuel services will result in severe financial penalties and possibly loss of dual fuel service classification.

Reminder to facilities heated with steam: Do regular steam trap maintenance.

For more information, see this user-friendly 7-page resource from the US Department of Energy on ***Actions You Can Take to Reduce Heating Costs:*** http://www1.eere.energy.gov/femp/pdfs/om_combustion.pdf.

These provisions are to be implemented consistent with the Health Code. City buildings and spaces which have been exempted from these requirements will continue to be exempt.

Please contact the DCAS Energy Management at (212) 386-0309 with any questions or visit our website: www.nyc.gov/energy-conservation.